

# CITY OF SAN ANTONIO

## MANAGEMENT FELLOWS PROGRAM



In an effort to attract, develop and retain talented employees to the organization, the City of San Antonio established the Management Fellows Program in 2007. As the 7<sup>th</sup> largest city in the United States, San Antonio offers a wide variety of experience to new professionals who are seeking strong career development in local government.

### ***PROGRAM DETAILS***

The San Antonio Management Fellows Program is an 18-month program, with each fellow spending six months in each of the following departments: the City Manager's Office, the Office of Management and Budget, and one operating department. Management Fellows will be exposed to multiple challenges that local governments face today, as well as new and innovative methods to deal with these challenges. Each six-month rotation will provide the Management Fellows with a broad base of experience that will benefit both the individual employee as well as the City in the future.

Aside from the actual work experience, Management Fellows will enjoy the following benefits of working with the City of San Antonio:

Each Management Fellow will earn a starting salary of \$44,237 annually, and is eligible for full employee benefits including health care, Texas Municipal Retirement System (TMRS) contributions, and paid personal and annual leave.

The City offers 13 paid holidays throughout the year.

Upon completion of the 18-month program, City Staff will work with each Management Intern to find a full-time position that matches the individual's career interests.

### ***APPLICATION INFORMATION***

Three Management Fellows positions will be available beginning in Summer 2013, and the start date is flexible depending on individual availability. Management Fellows will conduct budget and program analysis, field studies, and research projects pertaining to the City of San Antonio. Applicants should have completed all coursework for a Master's Degree in public administration, public policy, business administration or other related fields prior to the program start date, with previous experience in local government highly preferred. The ideal candidate should have strong written and oral communication skills, as well as a working knowledge of basic computer software and hardware applications.

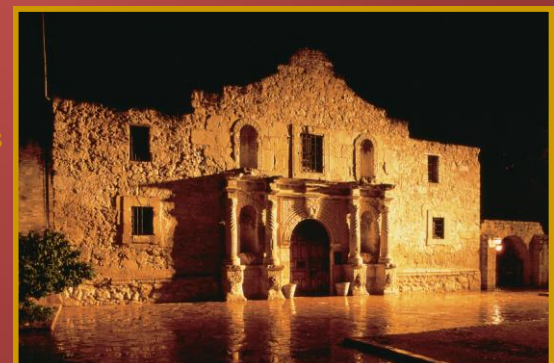
To apply, please submit the following materials by mail:

- Current Resume and Cover Letter
- One copy of official graduate school transcripts
- A recent writing sample that demonstrates your analytical and quantitative abilities (10 page maximum)
- Three work or education-related written recommendations

All job offers are pending satisfactory results from pre-employment drug testing, and reference, background, and credential verification.

*The City of San Antonio is an Equal Opportunity Employer.*

For any further information or questions, please contact Adriana Garcia at (210) 207-5173 or [adriana.garcia@sanantonio.gov](mailto:adriana.garcia@sanantonio.gov)



Mail all application material to:

City of San Antonio  
Human Resources Department  
ATTN: Management Fellows Program  
111 Soledad, Ste. 245  
San Antonio, TX 78205